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**Annual**

**Nonpublic Schools**

**Data Collection**



Cecil J. Picard, State Superintendent of Education

# State Board of Elementary and Secondary Education

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The Louisiana Department of Education (LDE) does not discriminate on the basis of sex in any of the education programs or activities that it operates, including employment and admission related to such programs and activities. The LDE is required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations not to engage in such discrimination. LDE's Title IX Coord. is Patrick Weaver, Deputy Undersecretary, LDE, Exec. Office of the Supt.; PO Box 94064, Baton Rouge, LA 70804-9064; 877-453-2721 or [customerservice@la.gov](mailto:customerservice@la.gov). All inquiries pertaining to LDE's policy prohibiting discrimination based on sex or to the requirements of Title IX and its implementing regulations can be directed to Patrick Weaver or to the USDE, Asst. Sec. for Civil Rights.

Web-only document.

If you are seeking a State Approval Classification for your nonpublic school, the following steps will assist you in reaching that goal.

- STEP 1** Contact the Division of Educational Improvement and Assistance to indicate interest in seeking state approval. Provide all relevant contact information. (Monica Hogan: 225-342-9969 or 1-877-453-2721 or [Monica.Hogan@la.gov](mailto:Monica.Hogan@la.gov))
- STEP 2** The Division of Educational Improvement and Assistance Office will contact the school regarding an orientation for new nonpublic schools.
- STEP 3** A site code will be assigned by the Division of Planning, Analysis, and Information Resources. This site code will be forwarded to the designated school administrator.
- STEP 4** After receiving a site code, request the Security and Confidentiality Policy and the Site Level Nonpublic Security Request Form. (Monica Hogan: 225-342-9969 or 1-877-453-2721 or [Monica.Hogan@la.gov](mailto:Monica.Hogan@la.gov))
- STEP 5** The designated school administrator must read the Security Policy, complete the Request Form, and return it to: [Monica.Hogan@la.gov](mailto:Monica.Hogan@la.gov).
- STEP 6** A user ID and password for access to the Nonpublic Schools Data Collection System (NPS) will be assigned by the Department and forwarded to the designated school administrator along with instructions for completing the P-Synch (password protection) process.
- STEP 7** Designated school personnel will enter NPS data electronically, completing Sections I, II, III, and IV. Section IV is required only for those schools seeking state approval. The data entry system will open on or about October 1 each year and remain open for approximately 30 days.
- STEP 8** The following documentation and verification items should be maintained at the school site. These items will be reviewed during scheduled site visits. Please do not send copies of these items to the Department unless you are specifically requested to do so at a later date.
- ◆ A statement of philosophy or mission statement.
  - ◆ Goals and objectives for the current year.
  - ◆ An implementation plan for these goals and objectives.
  - ◆ A detailed, daily schedule.
  - ◆ A detailed, school year calendar.
  - ◆ Faculty Data Sheets
  - ◆ Transcripts, certificates, and/or other documentation verifying the qualifications of every instructional staff member, including administrators.
  - ◆ Request forms and/or official results of background checks.
  - ◆ Cumulative records for each student enrolled.
  - ◆ A four-year program of studies. (For schools serving students in grade 9 or higher.)
  - ◆ Approval letters or memos for elective courses offered.
- STEP 9** The approval classification for each nonpublic school will be determined based on a review of the NPS data submitted.

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## **PART I: CONTACT LIAISONS FOR NONPUBLIC ANNUAL SCHOOL REPORTS**

**FOR PROBLEMS WITH COMPUTERS (including logging on)**

**ITS HELPDESK 1-800-223-2950 OR (225) 342-1853**

**SECURITY COORDINATOR – USER IDs AND PASSWORDS**

**Monica Hogan (225) 342-1177 or  
1-877-453-2721  
[monica.hogan@la.gov](mailto:monica.hogan@la.gov)**

### **INFORMATION ON ANNUAL SCHOOL REPORTS**

Monica Hogan (225) 342-1177 or  
[monica.hogan@la.gov](mailto:monica.hogan@la.gov)

Marcie Coupel (225) 342-1176 or  
[marcie.coupel@la.gov](mailto:marcie.coupel@la.gov)

Brenda Neff (225) 342-1168  
[brenda.neff@la.gov](mailto:brenda.neff@la.gov)

### **INFORMATION ON DATA**

Cindy Delaughter  
[cindy.delaughter@la.gov](mailto:cindy.delaughter@la.gov)

Allen Schulenberg  
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### **TEACHER CERTIFICATION QUESTIONS**

Regina Poole  
[regina.poole@la.gov](mailto:regina.poole@la.gov)

Terry Rinaudo  
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Nancy Beben  
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David Beste  
[david.beste@la.gov](mailto:david.beste@la.gov)

## PART II: P-SYNCH USER SELF-SERVICE PASSWORD RESET GUIDE



The Louisiana Department of Education (LDOE) is implementing a self-service password synchronization and reset system. This system has two nice features: 1) Allows a user to **reset** his password (when it cannot be remembered) to a new password value which is then good for another 30 days; and 2) Allows a user to change their password and propagate the change (synchronize) the new password across all LDOE host computers, including the IBM mainframe and MS/Windows Servers. With this new system, the user can now maintain a single password, allowing the user to logon to any LDOE host computer with the same password. Likewise, if a user cannot remember his password, P-Synch may be used to reset the password ***before the critical three attempts to logon are made***, which would have resulted in the user ID being revoked and required a call to the LDOE HelpDesk for assistance.

To accomplish these two tasks, a software product called ***P-Synch*** from a company by the name of M-Tech was chosen. P-Synch requires the user to connect to a secure web site via the standard Internet ***browser*** software. (Although most browsers will work with P-Synch, LDOE recommends Internet Explorer V6 and up with Service Pack 1 and all Microsoft critical software patches applied).

Please note that P-Synch technology will not resume a revoked user ID. If you are unsure of your current password, you may try it up to two times. If these two attempts fail, then you should use P-Synch to **reset** your password to a new value, before your user ID is suspended.

P-Synch is pretty easy to use. The first time you access P-Synch, it will prompt you to select up to six ***personal*** questions for which you supply answers, which are maintained in its secured database. Thereafter, when you invoke P-Synch, you will simply be prompted to answer the same personal questions, and if answered correctly, P-Synch will reset your password immediately.

Note that if you need to return to a previous P-Synch web page you must use the blue ***back*** buttons in the P-Synch web page. Do not use the browser's ***back*** button at the top of the browser window, as it will disconnect the secured P-Synch session, logging you out of P-Synch, and requiring you to start all over again.

***Italicized*** directions listed below are for additional information intended to explain areas that may be unclear and give users the greatest difficulty. Please pay special attention to italicized directions.

### Section 1: Accessing P-Synch for the first time:

To access P-Synch, please open your Internet browser.

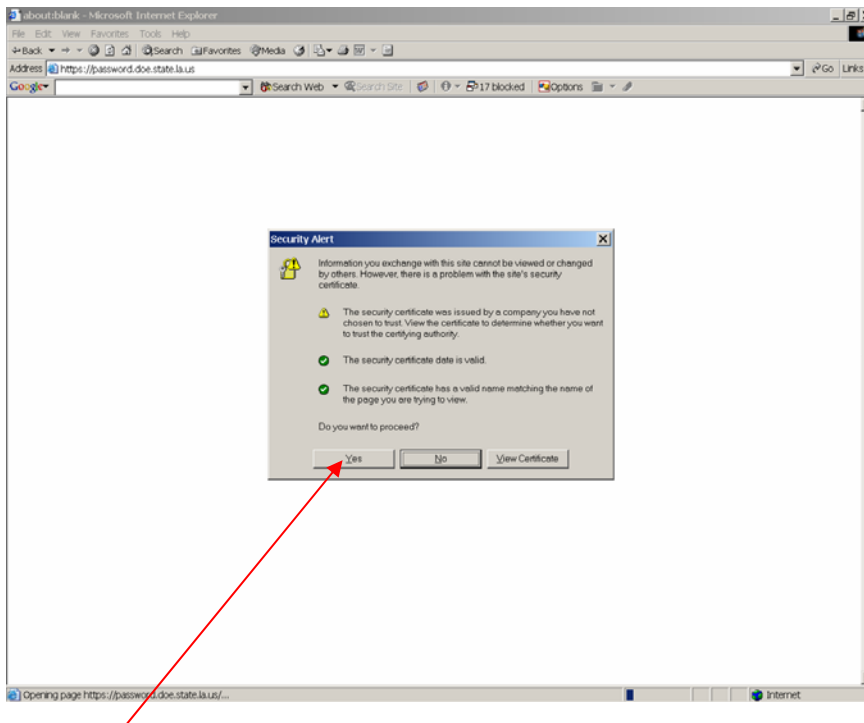
In the address field at the top of the browser type:

<https://password.doe.state.la.us>



(Note the *s* in ***https***) The *s* implies that this is a secure session.

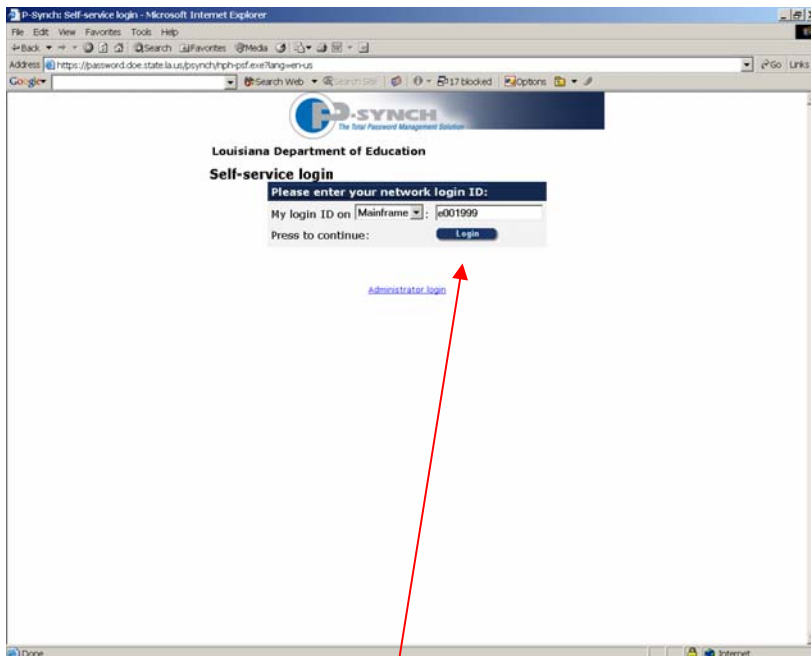
The following page appears:



Click **Yes** to the Security Alert box under *Do you want to proceed?*

Please proceed to the following page.

The following page appears.

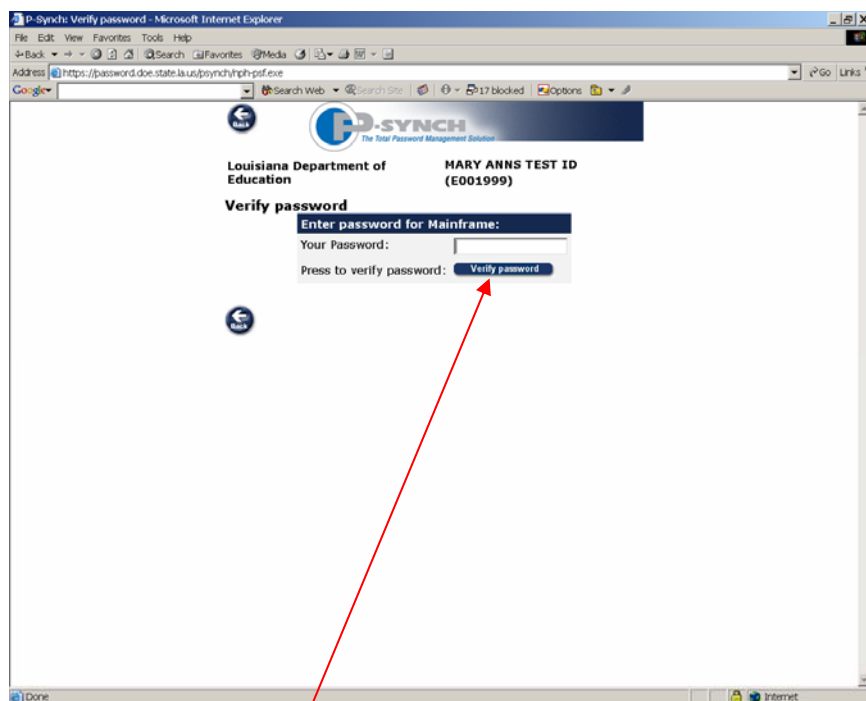


Enter your User ID in the Login ID field. (Example: E123456, bjones, jsmith, etc.). Click the **Login** button.

If this is not your first time accessing P-Synch, please go directly to **Section 2: Resetting a Password with P-Synch** on page 8. (This is because the first time through, you would already have answered up to six personal questions).

If this is your first time using P-Synch, please proceed to the following page.

The following page will now appear. (If you wish to **Bookmark** this link in your browser, here is the recommended web page to do so. Please add a bookmark now).



Enter your current password if you are an existing user or supplied password if you are a new user.

Click **Verify password**.

Please proceed to the following page.



The following page will now appear:

**Your current challenge response Q&A:**  
You must configure a valid Q&A profile before the other options are available to you.  
You have not defined enough questions.

In the future, P-Synch may ask you to prove your identity by answering some personal questions. Please add personal, secret questions and answers to the following list, by filling in the blanks and pushing the Submit button.

- Clear the answer to a pre-defined question to remove it.
- Clear the text or answer of a free-form question to remove it.

**Pre-populated example questions**  
Minimum questions [4], Questions still required [4]

| Question   | Answer | Modified by | Modified at |
|--|--------|-------------|-------------|
| What are the last four digits of your credit card number? (format: NNNN)     |        |             |             |
| What are the last four digits of your social security number? (format: NNNN) |        |             |             |
| What city were you born in? (1-99 chars)                                     |        |             |             |
| What is the date of your birth (MM/DD/YYYY)? (format: NN/NN/NNNN)            |        |             |             |

**User defined questions**  
Minimum questions [2], Questions still required [2], Minimum answer length [5]

| Question | Answer | Modified by | Modified at |
|----------|--------|-------------|-------------|
| new      |        |             |             |
| new      |        |             |             |

[Formatted String Help](#)

[Submit changes](#)

You will now be required to select six **personal** questions, and provide confidential answers to the six questions. *All six questions are on this page. You must use the scroll bar at right to be able to review and answer all six questions. (Notice the location of the scroll bar on the screen print below).*

You will enter the answers to four **standard** questions, and two **user** defined questions.

You may change the standard questions by clicking the dropdown selection list. You must answer all four standard questions. You may choose any questions in the dropdown lists, as long as you select from all four categories of questions.

If you hit enter after answering the four standard questions a fifth standard question will appear. You may answer it or leave it blank. You must still scroll down and answer the two **user** defined questions.

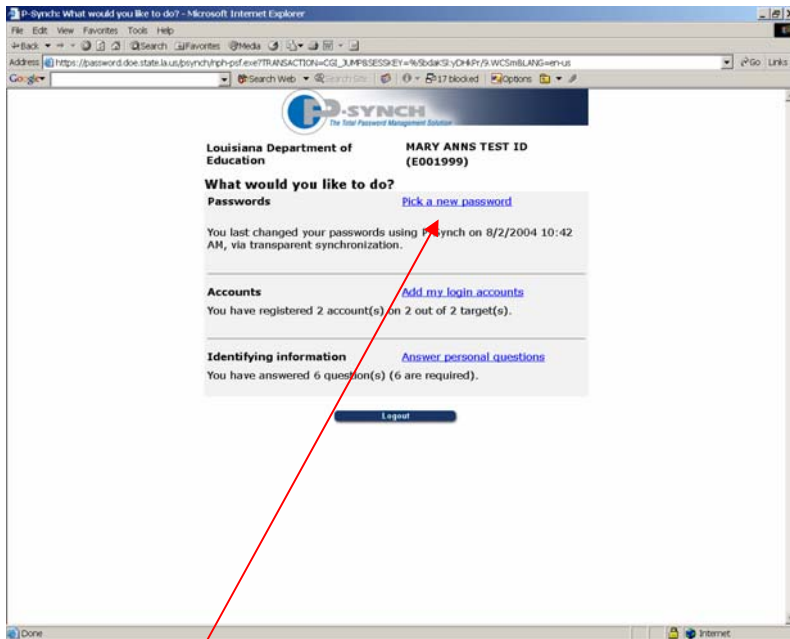
Please scroll down farther on the page. You will see two **user-defined** questions that you must also create along with their confidential answers.

Please proceed to the following page.

NOTE: **Both the questions and answers are case sensitive.** In the future, when P-Synch prompts you to input your **personal user** question and answers again, they must be entered exactly the same way, including upper and lower case characters, embedded blanks, etc. For example, to answer a question of *What is your favorite game or sport?*, you could answer with **Basket Ball**, or **BasketBall**, or **BASKETBALL** or **basketball**. All four answers are different and only one answer is the correct one based upon what was entered initially in P-Synch. For this reason we strongly recommend that you type in all answers in lowercase mode only.

After you have completed the form, click **Submit changes**.

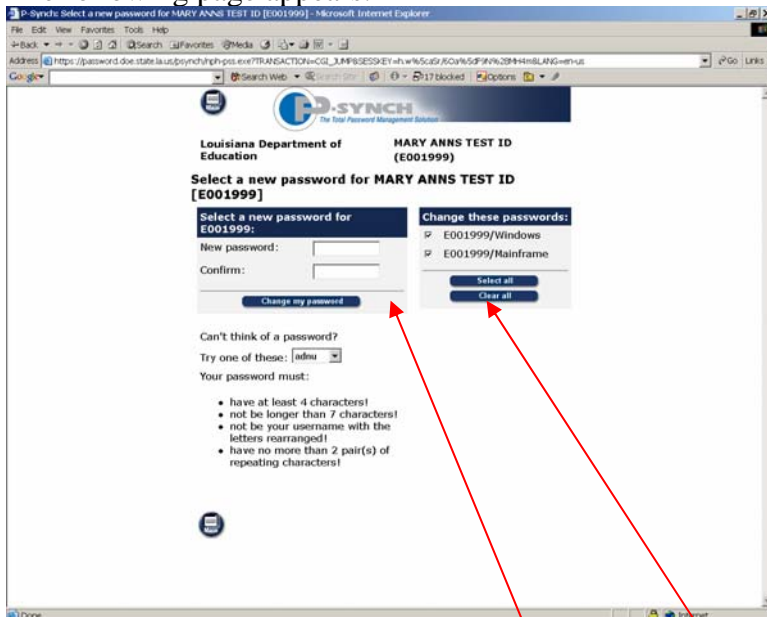
The following page appears.



Click *Pick a new password*.

Please proceed to the following page.

The following page appears:



Enter your new password in both the *New Password* field and the *Confirm* field.

Note: Please do not uncheck any boxes under the *Change these passwords* field.

Note:

**LEADS system users will see both Windows and the Mainframe Password boxes.**

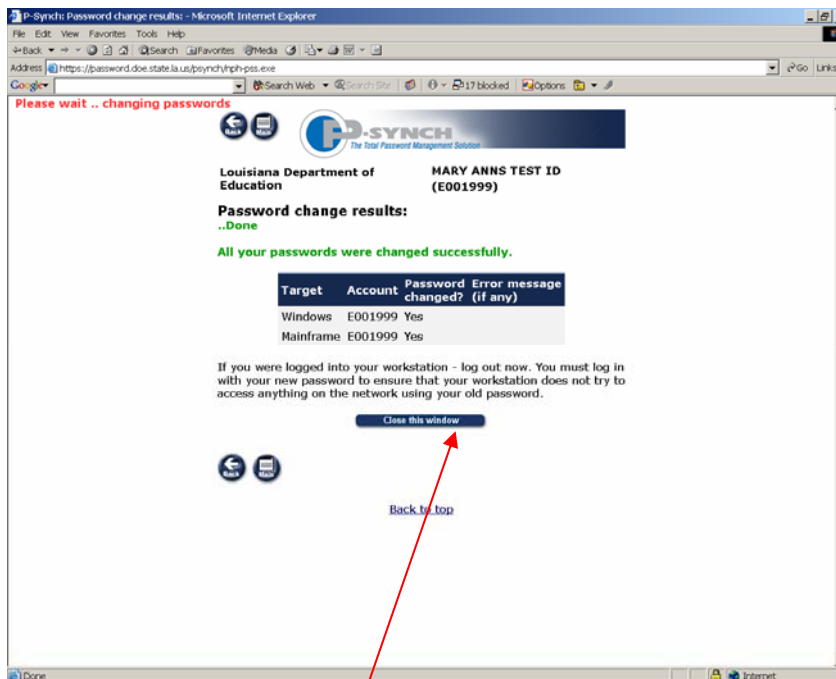
Other LEA and Nonpublic school users will see only the Mainframe password box.

LDOE employees may have both the Windows Passwords and/or Mainframe Password boxes.

After you have entered your new password twice, click ***Change my password.***

Please proceed to the following page.

The following page appears:



Note that the red message ***Please wait...changing passwords*** will first appear on the top of the screen, followed by the rest of the web page. Please wait until the rest of the screen appears.

All target LDOE host computers that you are assigned access, should next appear, along with the message: ***All your passwords were changed successfully.***

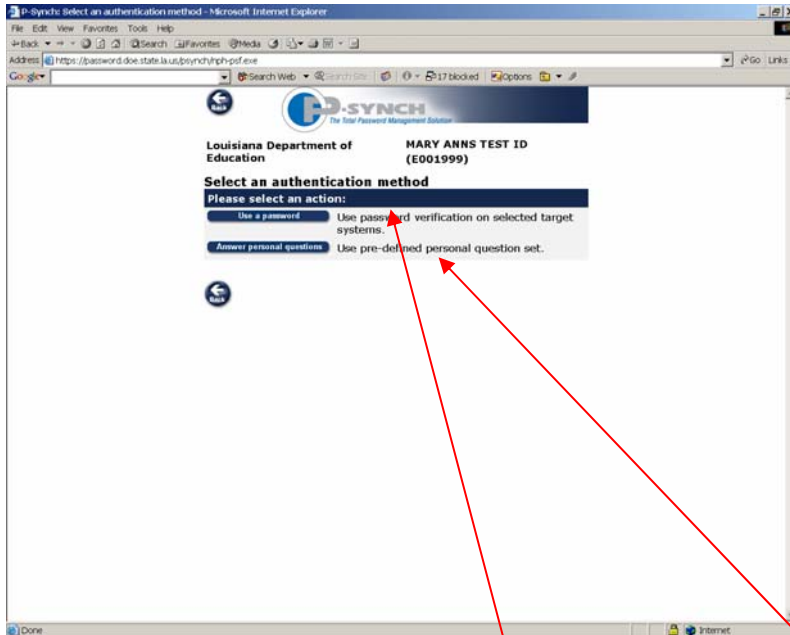
Congratulations! P-Synch now has reset your password(s).

Please click ***Close this window***, and keep these instructions for later use.

You may now proceed to your regular LDOE application (either MS/Windows or the IBM mainframe).

## Section 2: Resetting a Password with P-Synch

You will use this screen when you forget and need to reset your password.



If you know your password, Click ***Use a password***. This is the fastest method to change or reset your password before it expires.

If you have forgotten your password and need to reset it, click ***Answer personal questions***. You will be prompted to answer the challenge questions as explained on the following page.

Please proceed to the following page.

The following page appears:

Microsoft Internet Explorer window showing the P-Synch Challenge-response page. The page header includes the Louisiana Department of Education logo and the text 'P-SYNCH The Total Password Management Solution'. The user is identified as 'MARY ANNS TEST ID (E001999)'. The 'Challenge-response' section instructs the user to answer all questions correctly before proceeding. The questions and their corresponding answer fields are:

| Question   | Answer               |
|--|----------------------|
| What are the last four digits of your social security number? (format: HHHH) | <input type="text"/> |
| What city were you born in?  | <input type="text"/> |

Below the questions is a 'Continue' button. A red arrow points from the 'Continue' button down to the 'Back to top' link at the bottom of the page.

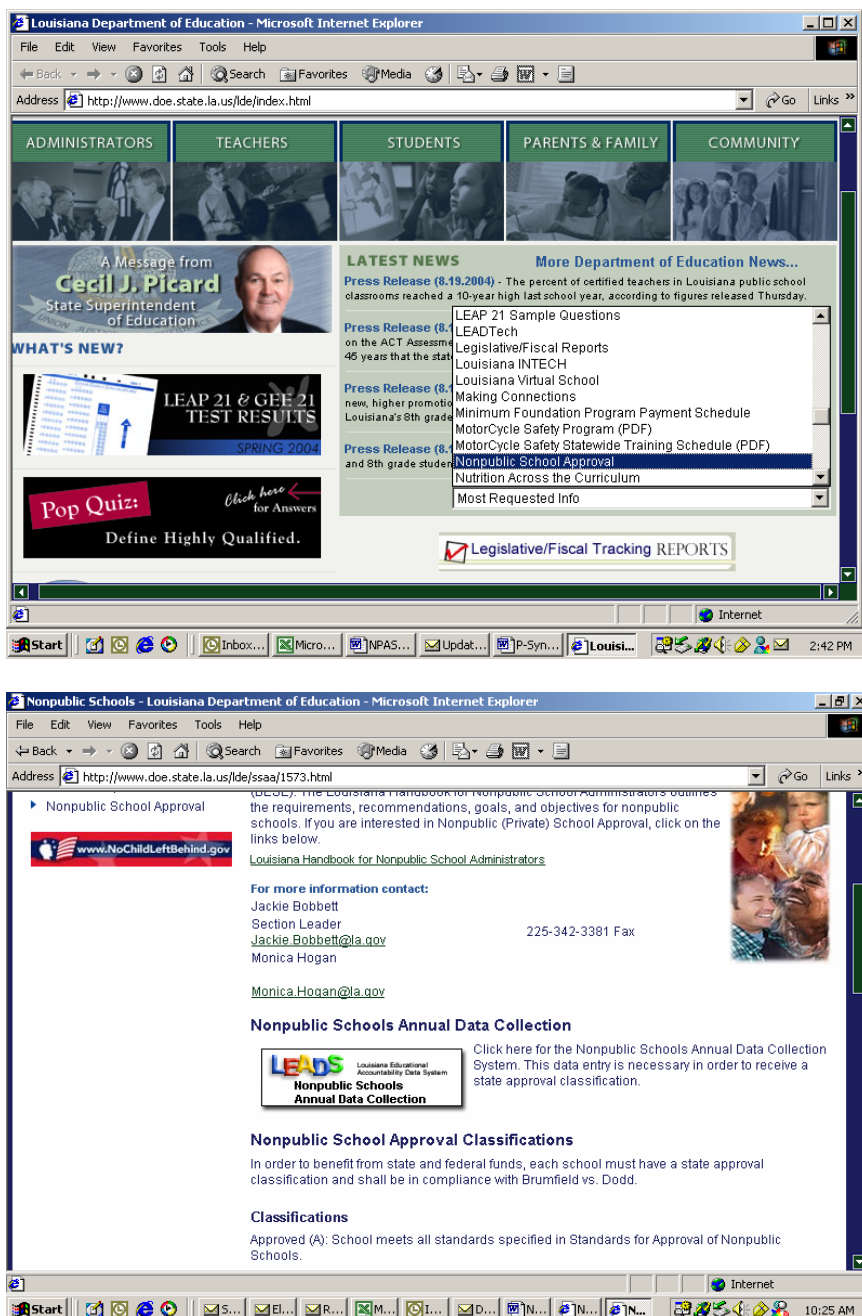
You must answer the challenge questions with the same exact answers you entered previously. Remember to spell the answers exactly the same as you did the first time you accessed P-Synch. This includes case sensitivity, imbedded blanks, etc. For example, if you are asked a challenge question of *What is your favorite game or sport?* You could answer with **Basket Ball**, or **BasketBall**, or **BASKETBALL**, or **basketball**. All four answers are different and only one answer is the correct one based upon what was entered initially in P-Synch.

Answer each question and click **Continue**.

You will repeat the process with two more questions. Answer each question and click **Continue**.

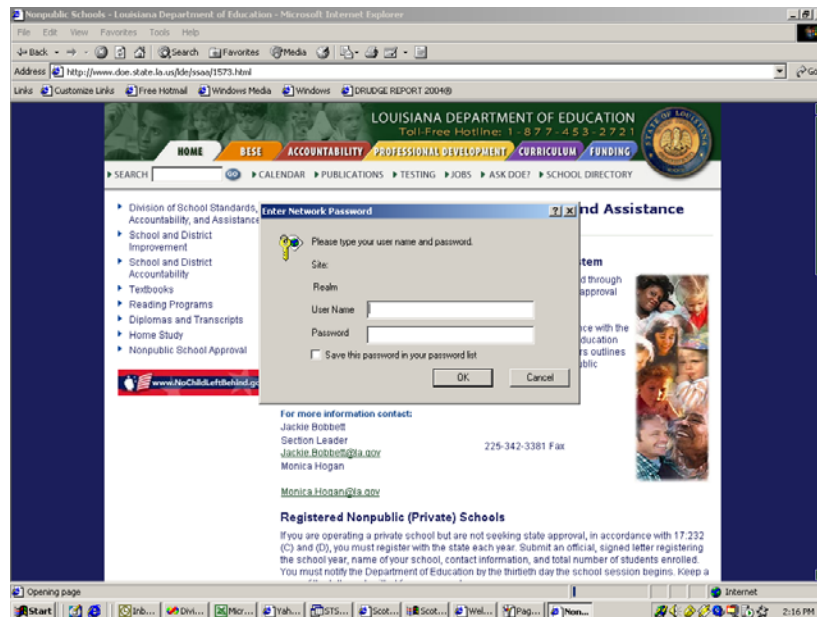
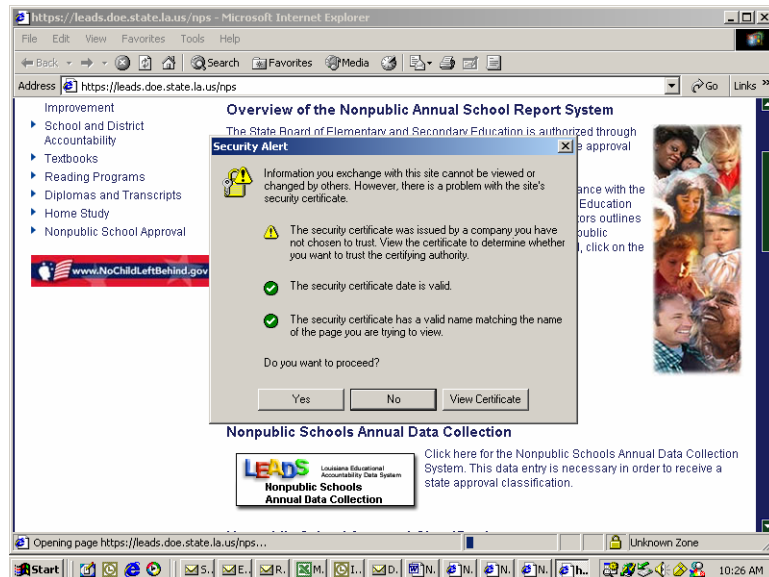
If all the answers are correct you will see the web page on Page 6. (At this point you may continue as usual: pick a new password, add new logon accounts, logout, etc.)

## PART III: ACCESSING THE NONPUBLIC SCHOOLS ANNUAL DATA COLLECTION SYSTEM



If you have technical difficulties accessing this application, call the Department of Education's Computer Center Help Desk at 1-800-223-2950 or (225) 342-1853.

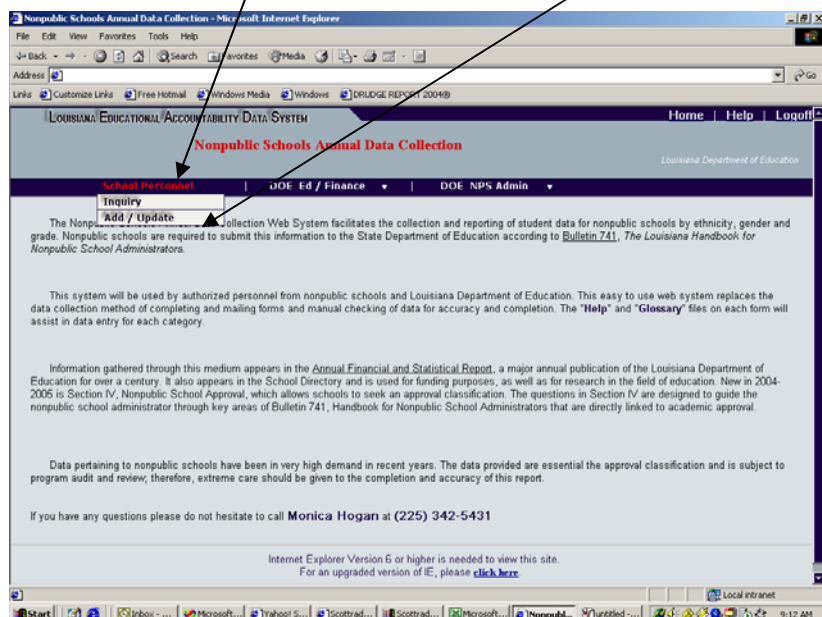
## Logging On To The System



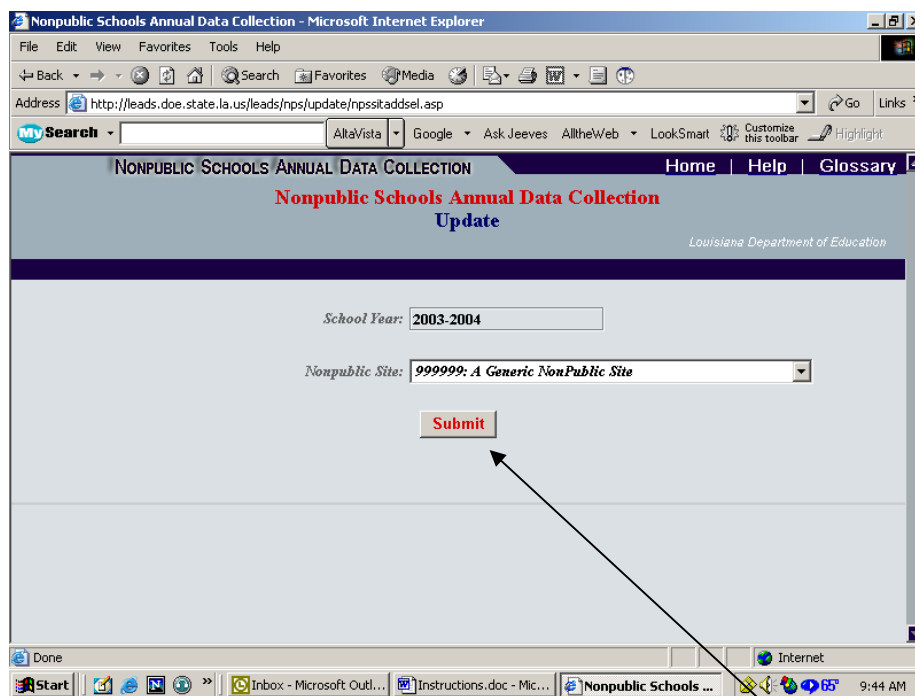
Enter your USER ID (User Name). If you already have a USER ID for the Student Transcript System, enter the same password you use for the STS system. If you are a new user, enter the password that has been assigned to you. Press the **OK** button.

## School Personnel

Click on ***School Personnel*** and then select ***Add/Update*** from the drop-down menu.



## Update



If your school appears in the Nonpublic Site field press the ***Submit*** button. If you enter data for two or more schools, select the appropriate school from the drop-down menu and then press the ***Submit*** button.



## School Data

**LOUISIANA EDUCATIONAL ACCOUNTABILITY DATA SYSTEM**  
**Academy of the Sacred Heart (Girls) (C)**  
 2004-2005

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**School Data** | Section I | Section II | Section III | Section IV

Chief Administrator: Mrs. Mary Burns  
 Site Code: 504001  
 E-mail Address: mburns@ashcoteau.org

Physical Address: 1821 Academy Road  
 City: Grand Coteau, LA 70541

Preparer Prefix: Mrs.  
 Preparer First Name: Cynthia  
 Preparer Middle Name: B  
 Preparer Last Name: Babineaux  
 Preparer Suffix Name:  
 Title: SECRETARY

Official Title: HEADMASTER  
 School District: St. Landry Parish

Mailing Address: P.O. Box 310  
 City: Grand Coteau, LA 70541-0310

Telephone Number: (337)-662-5275  
 FAX Number: (337)-662-3011  
 Religious Affiliation: CATHOLIC  
 Previous Year  
 Approval Status: APPROVED  
 Date Established: 8/1/1821

[New Inquiry](#)

Most of the data for your school has been populated onto the School Data page.

Enter the required data and press the **Submit School Data** button. You will automatically be sent to Section I.

If any changes to your school's data are required, contact Brenda Rivet as indicated at the bottom of the screen.

## Section I

**LOUISIANA EDUCATIONAL ACCOUNTABILITY DATA SYSTEM**  
**A Generic NonPublic Site**  
 2003-2004

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**School Data** | **Section I** | Section II | Section III | Section IV

**SECTION I: GRADES TAUGHT, NUMBER OF INSTRUCTIONAL DAYS, AND FACULTY COUNT**

1. What Grades are taught at this school?  
 Verify that the grades listed are taught in your school. If this data is incorrect, contact Brenda Rivet at (225)-342-1805 or [brenda.rivet@la.gov](mailto:brenda.rivet@la.gov)

2. Are Special Education Classes taught at this school?  
 Refers to program of instruction for [Special Education](#) Ages 3-5 and/or Ages 6-21.

3. What are the number of days the students were taught during the 2003-2004 school year?  
 List the actual number of [instructional days](#) (days the students were taught the courses outlined in the Program of Studies under supervision of qualified personnel) during the 2003-2004 school year (See instructions for additional information.)

4. What is the total number of the [faculty](#) at this school?  
 List the total number of faculty members during the 2003-2004 school year. Faculty refers to school-based personnel. In addition to full-time classroom teachers, these individuals include principals, assistant principals, guidance counselors, librarians, and other instructional staff (provided these individuals are assigned to teach at least one class in the Program of Studies).

Click [Help](#) for additional information  
 For definitions, refer to the [Glossary](#)

[Submit Section I Data](#)

[Select Different School](#)

Enter the required data for Questions 2 thru 5 and press the *Submit Section I Data* button. You will automatically be sent to Section II.

**Section II**

Nonpublic Schools Annual Data Collection - Microsoft Internet Explorer

LOUISIANA EDUCATIONAL ACCOUNTABILITY DATA SYSTEM  
A Generic NonPublic Site  
2003-2004

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Section I Section II Section III Section IV

**SECTION II: NUMBER OF STUDENTS BY ETHNICITY, GENDER AND GRADE**

| Grade                               | American Indian/Alaskan |        | Asian-Pacific Islander |        | Black |        | Hispanic |        | White |        | Totals by Grade |
|-------------------------------------|-------------------------|--------|------------------------|--------|-------|--------|----------|--------|-------|--------|-----------------|
|                                     | Male                    | Female | Male                   | Female | Male  | Female | Male     | Female | Male  | Female |                 |
| PK                                  |                         |        |                        |        |       |        |          |        |       |        | 0               |
| K                                   |                         |        |                        |        |       |        |          |        |       |        | 0               |
| 1                                   |                         |        |                        |        |       |        |          |        |       |        | 0               |
| 2                                   |                         |        |                        |        |       |        |          |        |       |        | 0               |
| 3                                   |                         |        |                        |        |       |        |          |        |       |        | 0               |
| 4                                   |                         |        |                        |        |       |        |          |        |       |        | 0               |
| 5                                   |                         |        |                        |        |       |        |          |        |       |        | 0               |
| 6                                   |                         |        |                        |        |       |        |          |        |       |        | 0               |
| 7                                   |                         |        |                        |        |       |        |          |        |       |        | 0               |
| 8                                   |                         |        |                        |        |       |        |          |        |       |        | 0               |
| 9                                   |                         |        |                        |        |       |        |          |        |       |        | 0               |
| 10                                  |                         |        |                        |        |       |        |          |        |       |        | 0               |
| 11                                  |                         |        |                        |        |       |        |          |        |       |        | 0               |
| 12                                  |                         |        |                        |        |       |        |          |        |       |        | 0               |
| <b>Totals by Ethnicity / Gender</b> | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| <b>Totals by Ethnicity</b>          | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |

Start | Inbox | Division | Microsoft | Nonpubl... | Page 4 | Yahoo! S... | STSTEST... | TEST\_NP... | Local intranet

Enter data in all required fields and press the *Submit Section II Data* button. If you have a 12<sup>th</sup> grade, you will automatically be sent to Section III.

Press the *Next Screen* button if you would like to seek a school approval classification.

**Section III**

Nonpublic Schools Annual Data Collection - Microsoft Internet Explorer

LOUISIANA EDUCATIONAL ACCOUNTABILITY DATA SYSTEM  
A Generic NonPublic Site  
2003-2004

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Section I Section II Section III Section IV

**SECTION III: NUMBER OF HIGH SCHOOL GRADUATES**

| Ethnic/Racial Group               | Fall/Spring 2002-03 Graduates |        | Totals |
|-----------------------------------|-------------------------------|--------|--------|
|                                   | Male                          | Female |        |
| American Indian or Alaskan Native |                               |        | 0      |
| Asian or Pacific Islander         |                               |        | 0      |
| Black                             |                               |        | 0      |
| Hispanic                          |                               |        | 0      |
| White                             |                               |        | 0      |
| <b>Totals</b>                     | 0                             | 0      | 0      |

Click [Help](#) for additional information  
For definitions, refer to the [Glossary](#)

[Submit Section III Data](#)

[Select Different School](#)

Start | Inbox | Division | Microsoft | Nonpubl... | Page 5 | Yahoo! S... | STSTEST... | TEST\_NP... | Local intranet

This section is available only to those schools that have a 12<sup>th</sup> grade. Press the *Next Screen* button, to request a school approval classification.

## Section IV

For each question, click on the drop-down box and select **Yes**, **No**, or **Not Applicable**. Each question *must* be answered.

Enter a response for Questions 1 thru 11 and ensure all the mandatory supporting documentation is on file for state review *prior* to final submission of **Section IV Data**.

The screenshot shows the 'Nonpublic Schools Annual Data Collection' web application in Microsoft Internet Explorer. The page is titled 'SECTION IV: NONPUBLIC SCHOOL APPROVAL'. It includes a navigation bar with 'Home', 'Help', and 'Glossary'. A red banner at the top reads 'A Generic Nonpublic File 2003-2004'. Below the navigation bar, there are tabs for 'School Data', 'Section I', 'Section II', 'Section III', and 'Section IV'. The main content area contains a list of questions with corresponding drop-down boxes for 'Yes', 'No', and 'Not Applicable'. The questions are numbered 1 through 5. Question 1 asks about a written statement of philosophy or mission statement. Question 2 asks about the number of days in the school calendar and instructional minutes. Question 3 asks about class size and ratio requirements. Question 4 asks about criminal reviews for employees. Question 5 asks about student records. The page also includes a section for 'B. Certification of Personnel' and a footer with 'Done' and 'Local intranet' buttons.

Related hyperlinks to specific regulations, sample formats, and/or worksheets are included. Examples are provided below:

**Example I:** Hyperlinks to specific regulations direct the school administrator to relevant sections of Bulletin 741, *Handbook for Nonpublic School Administrators*.

The screenshot shows a detailed view of the 'Nonpublic Schools Annual Data Collection' web application. The page is titled '§105. Philosophy and Purposes of School'. It includes a navigation bar with 'Home', 'Help', and 'Glossary'. The main content area contains a list of questions with corresponding drop-down boxes for 'Yes', 'No', and 'Not Applicable'. The questions are numbered 1 through 5. Question 1 asks about a written statement of philosophy or mission statement. Question 2 asks about the number of days in the school calendar and instructional minutes. Question 3 asks about class size and ratio requirements. Question 4 asks about criminal reviews for employees. Question 5 asks about student records. The page also includes a section for 'B. Certification of Personnel' and a footer with 'Done' and 'Local intranet' buttons.



Nonpublic Schools Annual Data Collection - Microsoft Internet Explorer

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5. Does the school keep and maintain up-to-date permanent records of individual students, which include registration, attendance, and academic progress data and does the school comply with all student attendance requirements? (Bulletin 741, [§2505](#), [§1301-1307](#))

**B. Certification of Personnel (Bulletin 741, Chapter 3)**

6. Is the principal (headmaster) a full-time, on-site employee and do the principal (headmaster) and all assistant principals meet the education requirements and does the school possess the necessary documentation for all principals (headmasters) and assistant principals? (Bulletin 741, [§2501](#), [Faculty Data Sheet](#), [Instructional Staff Verification Worksheet](#))  
*Please complete the faculty data worksheet and ensure a completed copy is on file for program audit/review.*

7. Do all instructional staff meet the education requirements and does the school possess the necessary documentation for all instructional staff? (Bulletin 741, [§2501](#), [Faculty Data Sheet](#), [Instructional Staff Verification Worksheet](#))  
*Please complete the faculty data worksheet and ensure a completed copy is on file for program audit/review.*

**C. Library Requirements Based on Enrollment in Grades 9-12 (Bulletin 741, Chapter 21)**

8. Do librarians meet full-time/part-time requirements and education requirements and does the school possess the necessary documentation for all librarians? (Bulletin 741, [§2105](#))

**D. Curriculum and Instruction and Program of Studies (Bulletin 741, Chapters 25 through 29)**  
 All Programs of Studies (Elementary, Middle, and High Schools) must in compliance with Bulletin 741 [§2501](#) - [§2935](#)

9. Is the **Elementary Program of Studies** (Grade 6 and lower) in compliance with all requirements of Bulletin 741? (Bulletin 741, [§2503](#))

10. Is the **High School Program of Studies** (Grade 9 or higher) in compliance with all requirements of Bulletin 741? (Bulletin 741, [§2923](#))

11. Are all electives for credit state approved? (Bulletin 741, [§2923](#), [Program of Studies](#))

Click [Help](#) for additional information  
 For definitions, refer to the [Glossary](#)

**Submit Section IV Data**

Local intranet

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Example IV: Instructional Staff Verification Worksheet

Example V: Faculty Data Sheet

NPASR User's Guide.doc - Microsoft Word

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Nonpublic Schools Annual Data Collection Glossary - Microsoft Internet Explorer

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Address [http://appstest/leads/nps/help/npscert.htm](#) Go Links

**Instructional Staff Verification Worksheet**

Members of the instructional staff meet the required qualifications if and only if they meet the minimum requirements associated with a particular verification code. Record the appropriate code in the Faculty Data Sheet column labeled "Qualification Verification Code".

| Teaching Category                      | Qualification Code | Minimum Requirements   |
|--|--------------------|--|
| Principal/Asst. Principal (HeadMaster) | P01                | Master's Degree <b>or</b> Principalship on Louisiana teaching certificate. |
| Asst. Principal                        | P02                | Employed at this school as Assistant Principal                             |

Done Local intranet

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2:53 PM

Nonpublic Schools Annual Data Collection Glossary - Microsoft Internet Explorer

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Name of School \_\_\_\_\_ District \_\_\_\_\_

Site Code: \_\_\_\_\_

2004-2005 Nonpublic Schools Annual Statistical Report  
 Section IV: Nonpublic Schools Annual Statistical Report  
 Attachment 3: Faculty Data Sheet

| Name   | Qual. Verif. Code | No. Yrs. Teaching This School | Certification Type | Noncertified but degree (Y or N) | Other (Explain) | 12 Prof. Hrs (Y or N) | Prof. Training (Y or N) If Y, list Univ. and Year | College & Major | Study Matter by Class Period | Grade(s) Teaching | No. in Class |
|--|-------------------|-------------------------------|--------------------|----------------------------------|-----------------|-----------------------|---|-----------------|------------------------------|-------------------|--------------|
| Principal  |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| Headmaster   |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| Assistant Principal  |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| Other Assistant Principal  |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| Chadron Computer Librarian                                       |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| List all Instructional Staff Alphabetically (A-Z) at the bottom. |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| 1  |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| 2  |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| 3  |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| 4  |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| 5  |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| 6  |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| 7  |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| 8  |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| 9  |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| 10   |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| 11   |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |
| 12   |                   |                               |                    |                                  |                 |                       |   |                 |                              |                   |              |

Done Local intranet

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8:54 AM

Nonpublic Schools Annual Data Collection - Microsoft Internet Explorer

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5. Does the school keep and maintain up-to-date permanent records of individual students, which include registration, attendance, and academic progress data and does the school comply with all student attendance requirements (Bulletin 741, [§503](#), [§1301-1307](#))

**B. Certification of Personnel (Bulletin 741, Chapter 3)**

6. Is the principal (headmaster) a full-time, on-site employee and do the principal (headmaster) and all assistant principals meet the education requirements and does the school possess the necessary documentation for all principals (headmasters) and assistant principals? (Bulletin 741, [§101](#), [Faculty Data Sheet](#), [Instructional Staff Verification Worksheet](#))   
*Please complete the faculty data worksheet and ensure a completed copy is on file for program audit/review.*

7. Do all instructional staff meet the education requirements and does the school possess the necessary documentation for all instructional staff? (Bulletin 741, [§101](#), [Faculty Data Sheet](#), [Instructional Staff Verification Worksheet](#))   
*Please complete the faculty data worksheet and ensure a completed copy is on file for program audit/review.*

**C. Library Requirements Based on Enrollment in Grades 9-12 (Bulletin 741, Chapter 21)**

8. Do librarians meet full-time/part-time requirements and education requirements and does the school possess the necessary documentation for all librarians? (Bulletin 741, [§105](#))

**D. Curriculum and Instruction and Program of Studies (Bulletin 741, Chapters 25 through 29)**  
 All Programs of Studies (Elementary, Middle, and High Schools) must in compliance with Bulletin 741 [§2501](#) - [§2915](#)

9. Is the **Elementary Program of Studies** (Grade 6 and lower) in compliance with all requirements of Bulletin 741? (Bulletin 741, [§2503](#))

10. Is the **High School Program of Studies** (Grade 9 or higher) in compliance with all requirements of Bulletin 741? (Bulletin 741, [§2923](#))

11. Are all electives for credit state approved? (Bulletin 741, [§2923](#), [Program of Studies](#))

Click [Help](#) for additional information  
 For definitions, refer to the [Glossary](#)

**Submit Section IV Data**

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## ExampleVI: Program of Studies

Nonpublic Schools Annual Data Collection Glossary - Microsoft Internet Explorer

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**NONPUBLIC ANNUAL SCHOOL REPORT** Name of School: \_\_\_\_\_

**SECTION IV: NONPUBLIC SCHOOL APPROVAL** Sitecode: \_\_\_\_\_ District: \_\_\_\_\_

**ATTACHMENT 6: FOUR-YEAR PROGRAM OF STUDIES**

In accordance with §2701, the high school shall provide a comprehensive, college preparatory and/or vocational curriculum. The curriculum shall provide adequate offerings for students to meet high school graduation requirements. Refer to Bulletin 741, §2507 for graduation requirements. Indicate in the appropriate columns below, the courses that are being offered during this current school year and the courses that will be offered during each of the next three school years.

| Subject Areas Approved Courses | Year One Courses Offered School Year | Year Two Courses Offered School Year | Year Three Courses Offered School Year | Year Four Courses Offered School Year |
|--------------------------------|--------------------------------------|--------------------------------------|--|---------------------------------------|
| <b>Mathematics</b>             |                                      |                                      |  |                                       |
| Intro. Algebra/Geometry        |                                      |                                      |  |                                       |
| Algebra I-Part I               |                                      |                                      |  |                                       |
| Algebra I-Part 2               |                                      |                                      |  |                                       |
| Integrated Mathematics I       |                                      |                                      |  |                                       |
| Integrated Mathematics II      |                                      |                                      |  |                                       |
| Integrated Mathematics III     |                                      |                                      |  |                                       |
| Applied Mathematics I          |                                      |                                      |  |                                       |
| Applied Mathematics II         |                                      |                                      |  |                                       |
| Applied Mathematics III        |                                      |                                      |  |                                       |
| Algebra I                      |                                      |                                      |  |                                       |
| Geometry                       |                                      |                                      |  |                                       |
| Algebra II                     |                                      |                                      |  |                                       |
| Financial Mathematics I        |                                      |                                      |  |                                       |
| Advanced Mathematics I         |                                      |                                      |  |                                       |
| Advanced Mathematics II        |                                      |                                      |  |                                       |
| Pre-Calculus                   |                                      |                                      |  |                                       |
| Calculus                       |                                      |                                      |  |                                       |
| Probability & Statistics       |                                      |                                      |  |                                       |

Local intranet

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5. Does the school keep and maintain up-to-date permanent records of individual students, which include registration, attendance, and academic progress data and does the school comply with all student attendance requirements? (Bulletin 741, §205, §206, §207) Yes

**B. Certification of Personnel (Bulletin 741, Chapter 3)**

6. Is the principal (headmaster) a full-time, on-site employee and do the principal (headmaster) and all assistant principals meet the education requirements and does the school possess the necessary documentation for all principals (headmasters) and assistant principals? (Bulletin 741, §201, Faculty Data Sheet, Instructional Staff Verification Worksheet) Yes  
*Please complete the faculty data worksheet and ensure a completed copy is on file for program audit/review.*

7. Do all instructional staff meet the education requirements and does the school possess the necessary documentation for all instructional staff? (Bulletin 741, §201, Faculty D) Yes  
*Please complete the faculty*

**C. Library Requirements**

8. Do librarians meet full-time all librarians? (Bulletin 741, §201) Yes

**D. Curriculum and Instruction and Program of Studies (Bulletin 741, Chapters 25 through 29)**

All Programs of Studies (Elementary, Middle, and High Schools) must in compliance with Bulletin 741 §2501 - §2915

9. Is the **Elementary Program of Studies** (Grade 6 and lower) in compliance with all requirements of Bulletin 741? (Bulletin 741, §2501) Yes

10. Is the **High School Program of Studies** (Grade 9 or higher) in compliance with all requirements of Bulletin 741? (Bulletin 741, §2915) Not Applicable

11. Are all electives for credit state approved? (Bulletin 741, §2923, Program of Studies) Yes

Click [Help](#) for additional information  
 For definitions, refer to the [Glossary](#)

**Submit Section IV Data**

Once you have answered questions 1 through 11, press the **Submit Section IV Data** button, you will receive an assurance prompt that 1) you are aware that the data submitted will be verified and 2) documentation to support your answers is on file and available for review.

Press the **OK** button; you have completed the electronic submission of the Nonpublic Annual School Report. You will automatically be taken to an appropriate **Thank You** screen.

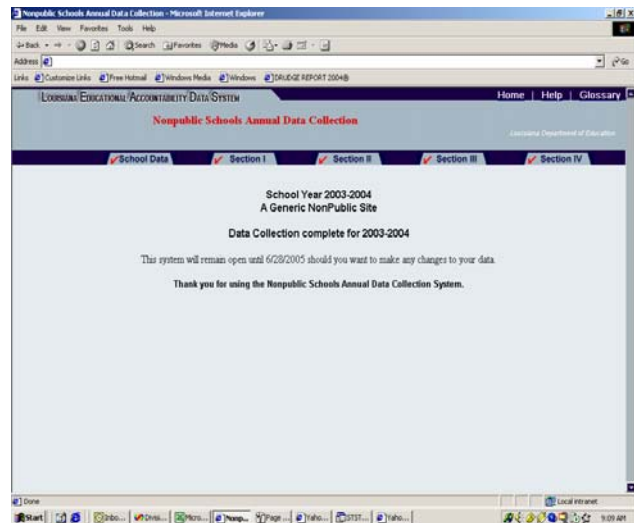


**Thank You Screens** You will receive one of the following screens.

**Thank You Screen #1:**

User has entered data for all (eligible) screens that meets all error thresholds

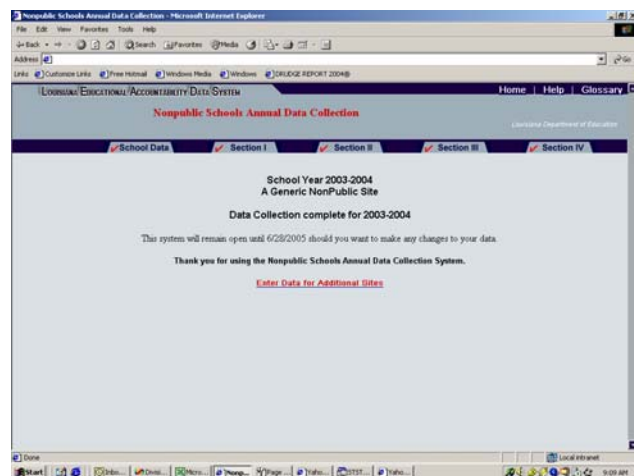
User has access rights to multiple sites



**Thank You Screen #2:**

User has entered data for all (eligible) screens that meets all error thresholds

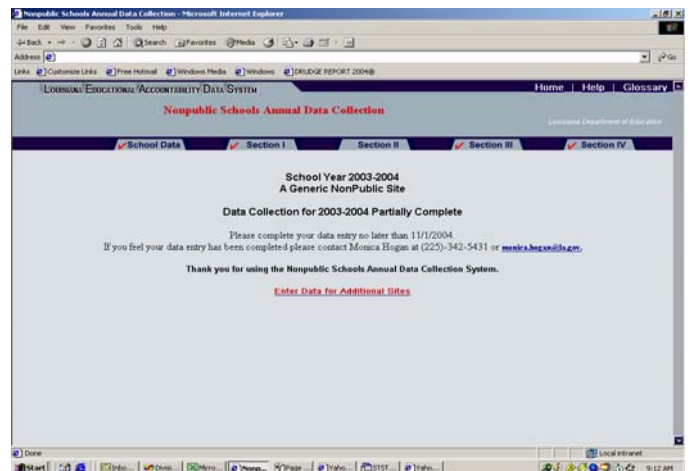
User has access rights to only one site



**Thank You Screen #3:**

User has entered data for all (eligible) screens. However, one or more screens has data that conflicts with validation rules.

User has access rights to multiple sites.

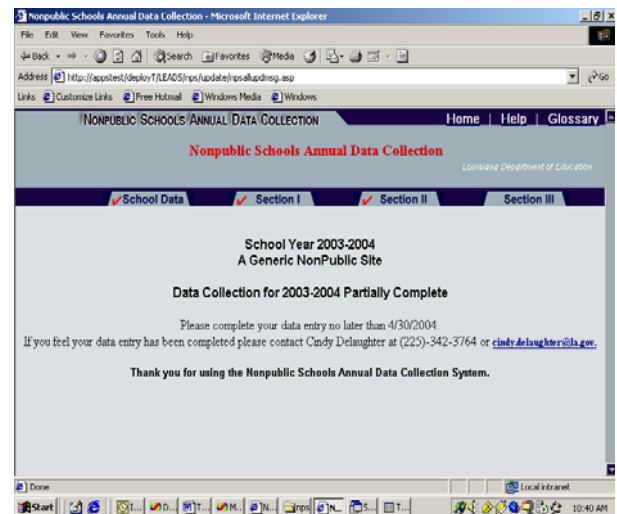




Thank You Screen #4:

User has entered data for all (eligible) screens.  
However, one or more screens has data that conflicts  
with validation rules.

User has access rights to only one site.



## Error Pop-Up Messages

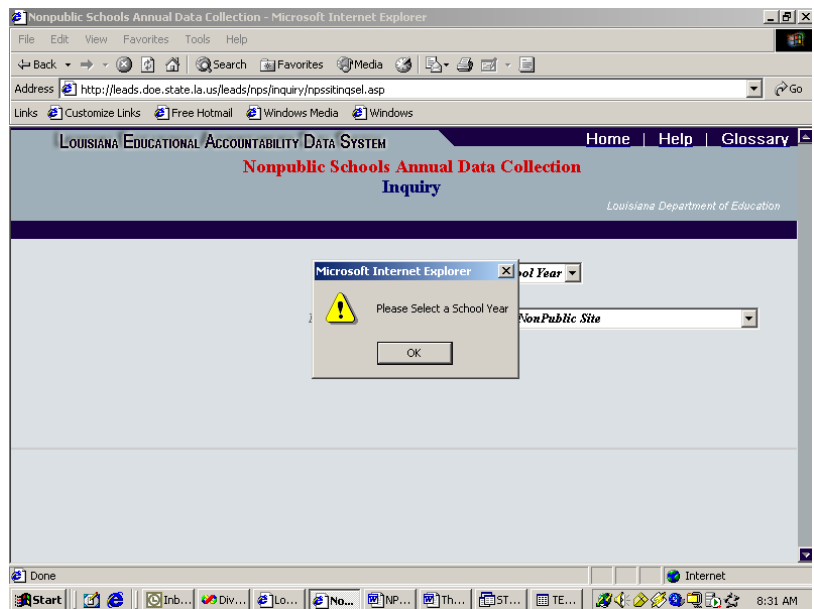
Error Pop-Up Message 1:  
No School Year

Screens: Inquiry

Edit: Must select a school year

Cause: No school year selected

Solution: Select a school year



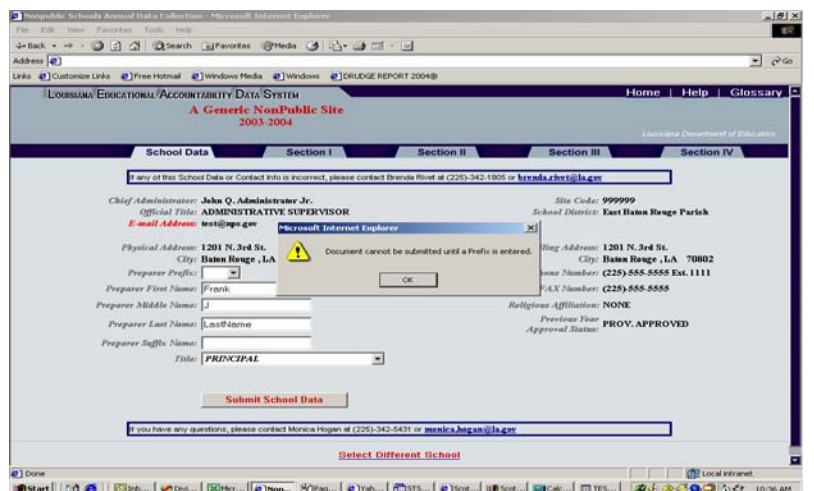
Error Pop-Up Message 2:  
No Prefix

Screens: Inquiry

Edit: Must select a prefix

Cause: No prefix selected

Solution: Select a prefix



Error Pop-Up Message 3: Illegal  
Character entered

Screens: All 4 Update screens: School  
Data, Section I, Section II, Section III

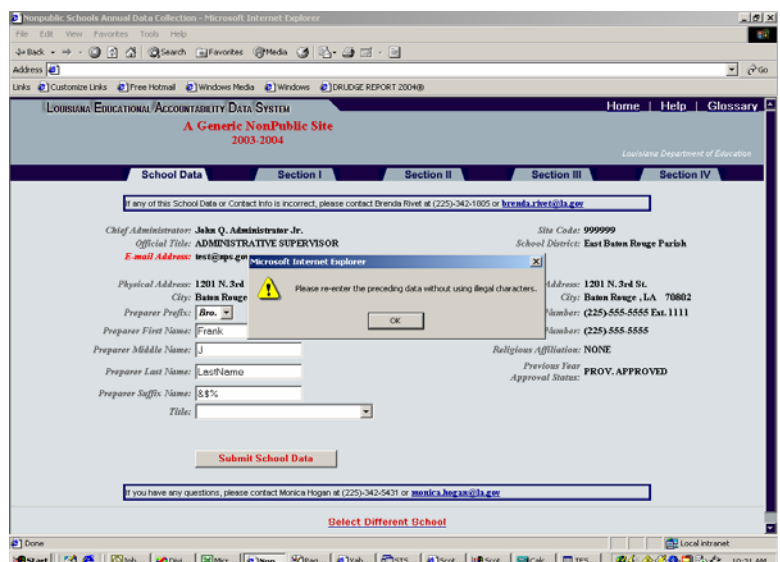
Edit: An entry cannot contain the  
following illegal characters:

^ \ [ ] < > % “

Cause: An entry contains one or more of  
the following characters:

^ \ [ ] < > % “

Solution: Retype the entry without using  
any illegal characters



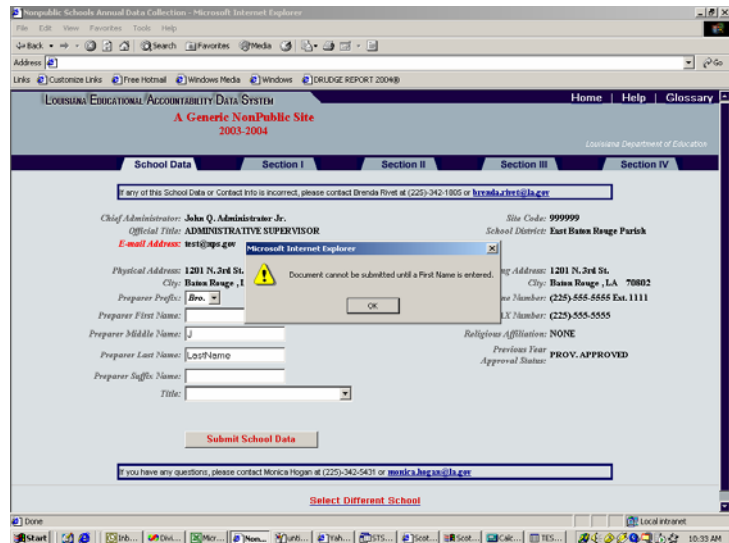
## Error Pop-Up Message 4: Blank First Name

Screen: Update School Data

Edit: Preparer First Name cannot be left blank

Cause: Preparer First Name is blank when **Submit School Data** is clicked

Solution: Enter a Preparer First Name and resubmit



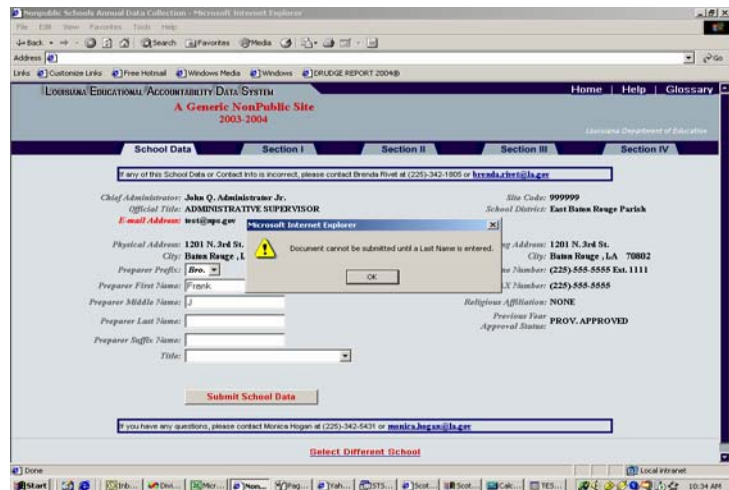
## Error Pop-Up Message 5: Blank Last Name

Screen: Update School Data

Edit: Preparer Last Name cannot be left blank

Cause: Preparer Last Name is blank when **Submit School Data** is clicked

Solution: Enter a Preparer Last Name and resubmit



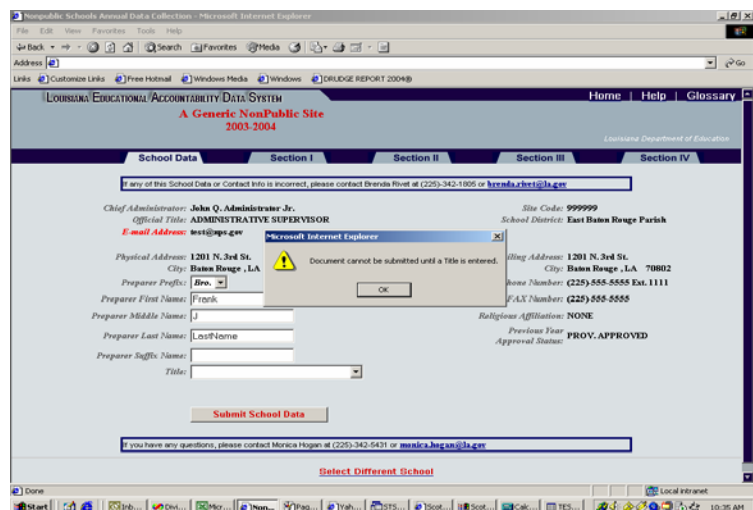
## Error Pop-Up Message 6: Blank Preparer Title

Screen: Update School Data

Edit: Preparer Title cannot be left blank

Cause: Preparer Title is blank when **Submit School Data** is clicked

Solution: Select a Preparer Title and resubmit



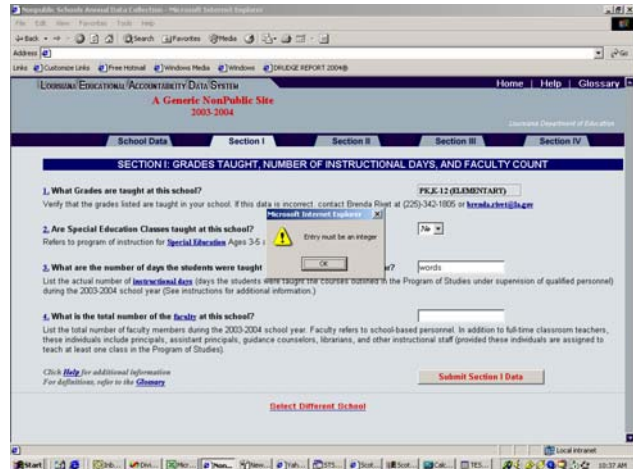
### Error Pop-Up Message 7: Invalid Integer

Screen: Update Section I Data, Update Section II Data, Update Section III Data

Edit: Field must be an Integer

Cause: Field is not an Integer

Solution: Change value to an Integer and resubmit



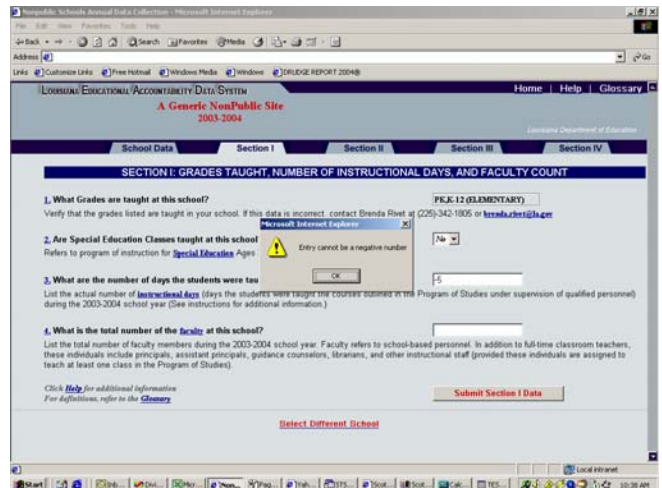
### Error Pop-Up Message 8: Negative Integer

Screen: Update Section I Data, Update Section II Data, Update Section III Data

Edit: Field must be positive number

Cause: Field is a negative number

Solution: Change value to a positive Integer and resubmit



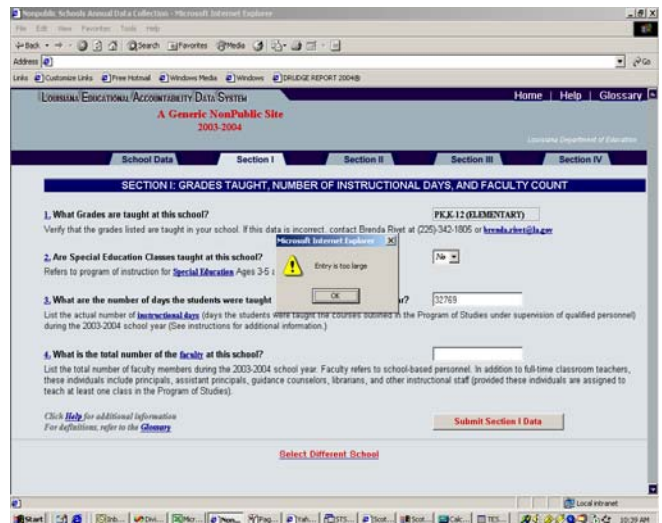
### Error Pop-Up Message 9: Entry Too Large

Screen: Update Section I Data, Update Section II Data, Update Section III Data

Edit: Field must be less than 32,768 (the limit on an Integer field)

Cause: Entry is greater than 32,768

Solution: Reenter the value and resubmit



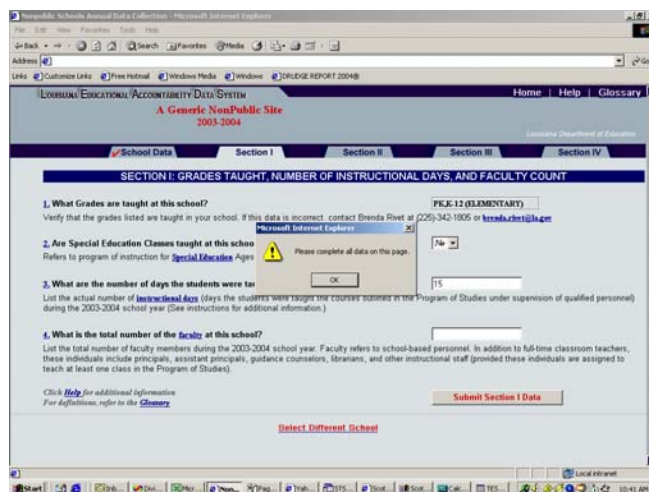
## Error Pop-Up Message 10: Blank Fields

Screen: Update Section I Data

Edit: A field on this page cannot be left blank

Cause: One or more fields was left blank when the form was submitted

Solution: Fill in any blank fields and resubmit



## Error Pop-Up Message 11: Submitting Data before School Data submitted

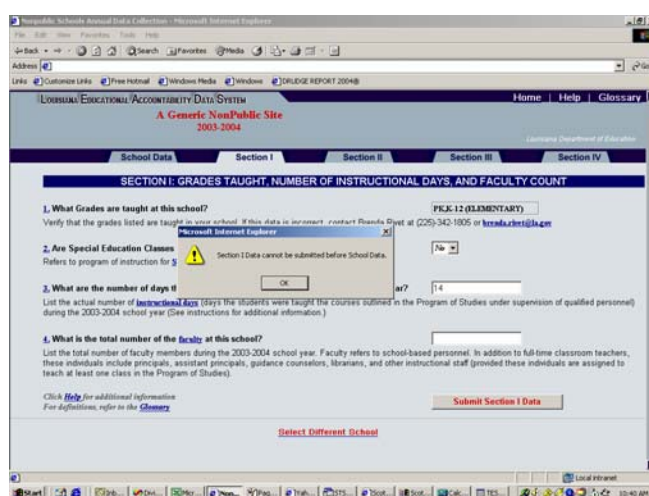
Screen: Update Section I Data, Update Section II Data, Update Section III Data

Edit:

None of the subsequent 3 Data screens can be submitted until School Data has been submitted

Cause: Section I, II, or III Data is submitted before School Data

Solution: Submit School Data before submitting the other data screens





## Pop-Up Decision 1: Changing Screens without Submitting Data

Screen: All 5 Update screens: School Data, Section I, Section II, Section III, and Section IV

Edit: In order for data to be saved, the user must first click the Submit button

Cause: Data is entered on a page after which the user clicks a page tab instead of the Submit button

Solution: The user can choose to cancel the action or to go to the new page and lose any changes entered

NonPublic Schools Annual Data Collection - Microsoft Internet Explorer

Address: [Address bar]

Links: Customizer Links, Free Helpdesk, Windows Media, Windows, DRUDGE REPORT 2004@

LOUISIANA EDUCATIONAL ACCOUNTABILITY DATA SYSTEM  
A Generic NonPublic Site  
2003-2004

Home | Help | Glossary

Section I: GRADES TAUGHT, NUMBER OF INSTRUCTIONAL DAYS, AND FACULTY COUNT

1. What Grades are taught at this school? PK, K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

2. Are Special Education Classes? Refers to program of instruction for

3. What are the number of days it? List the actual number of instructional days (days the students were taught the courses outlined in the program or courses under supervision of qualified personnel) during the 2003-2004 school year. (See instructions for additional information.)

4. What is the total number of the faculty at this school? List the total number of faculty members during the 2003-2004 school year. Faculty refers to school-based personnel. In addition to full-time classroom teachers, these individuals include principals, assistant principals, guidance counselors, librarians, and other instructional staff (provided these individuals are assigned to teach at least one class in the Program of Studies).

Click [Help](#) for additional information  
For definitions, refer to the [Glossary](#)

Submit Section I Data

Select Different School

## Pop-Up Decision 2: 25% Increase/Decrease in School Population

Screen: Update Section II Data

Edit: Sites should have no more or less than a 25% change in attendance from year to year

Cause: The total population of the site entered is 25% larger or smaller from the previous year

Solution: Once asked to confirm the numbers, the data is submitted.

NonPublic Schools Annual Data Collection - Microsoft Internet Explorer

Address: [Address bar]

Links: Customizer Links, Free Helpdesk, Windows Media, Windows, DRUDGE REPORT 2004@

Section II: NUMBER OF STUDENTS BY ETHNICITY, GENDER AND GRADE

| Grade                        | American Indian/Alaskan |        | Asian/Pacific Islander |        | Black |        | Hispanic |        | White |        | Totals by Grade |
|------------------------------|-------------------------|--------|------------------------|--------|-------|--------|----------|--------|-------|--------|-----------------|
|                              | Male                    | Female | Male                   | Female | Male  | Female | Male     | Female | Male  | Female |                 |
| PK                           | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| K                            | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| 1                            | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| 2                            | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| 3                            | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| 4                            | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| 5                            | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| 6                            | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| 7                            | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| 8                            | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| 9                            | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| 10                           | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| 11                           | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 0               |
| 12                           | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 28000           |
| Totals by Ethnicity / Gender | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 28000           |
| Totals by Ethnicity          | 0                       | 0      | 0                      | 0      | 0     | 0      | 0        | 0      | 0     | 0      | 28000           |

Click [Help](#) for additional information  
For definitions, refer to the [Glossary](#)

Submit Section II Data

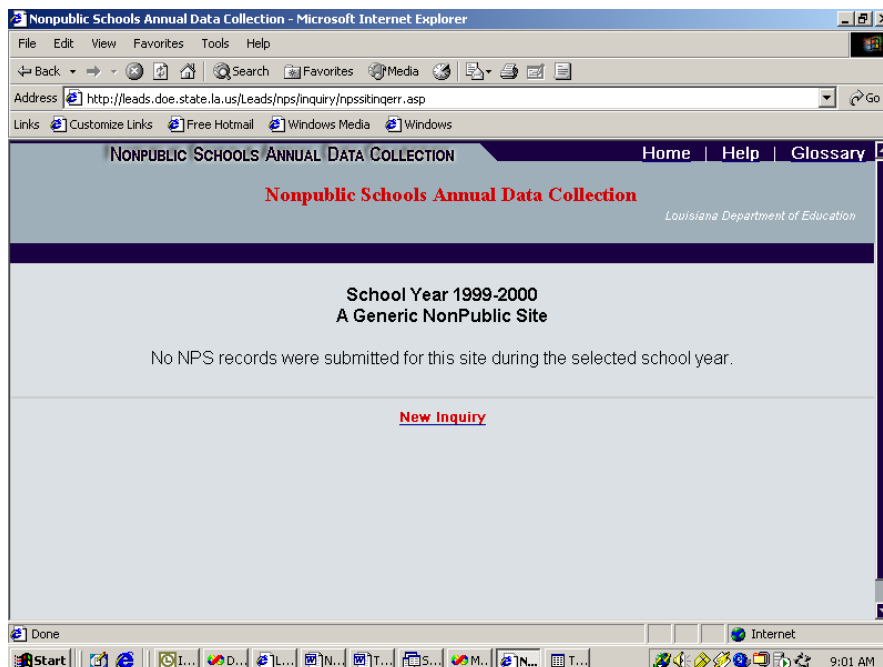
Error Screen 1: No NPS Records found for Inquiry

Screen: NPS Inquiry Selection Screen

Edit: Data must exist on the NPS tables for the given School Year and Site

Cause: Data not found using the criteria entered

Solution: Click the *New Inquiry* link and enter new criteria



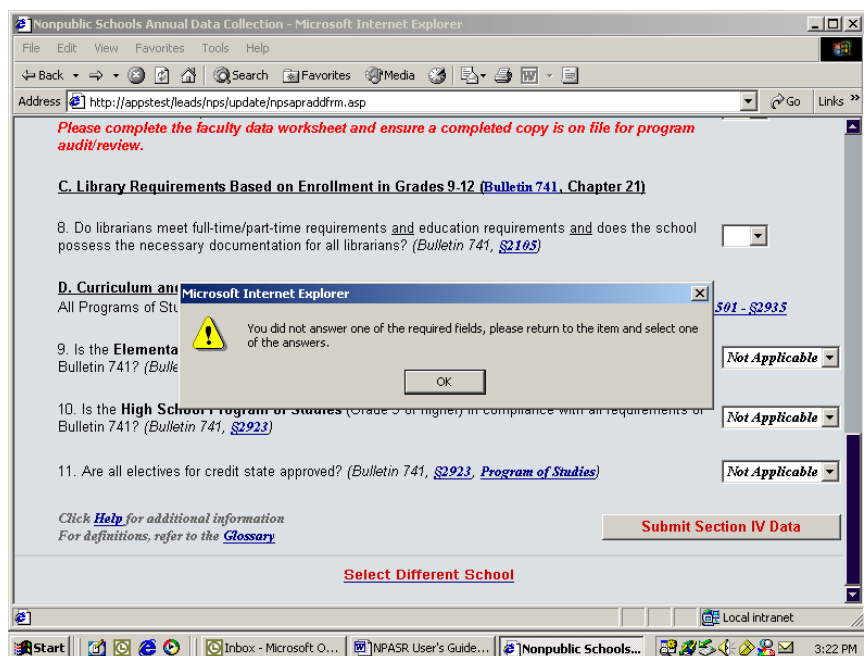
Error Pop-Up Message 1: Blank Fields

Screens: Update Section IV Data

Edit: A field on this page cannot be left blank

Cause: One or more fields was left blank when the form was submitted

Solution: Select an answer and resubmit



## Pop-Up Decision 1: Submit Section IV

Screen: Data will be used for desk audit, site visits, and verifies that mandatory supporting documentation is on file.

Edit: Cancel

Cause: Assurance Statement Required

Solution: Once asked to confirm the information submitted is correct and documentation is on file, the data is submitted.

Nonpublic Schools Annual Data Collection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <http://appstest/leads/nps/update/npsapradfirm.asp>

**Please complete the faculty data worksheet and ensure a completed copy is on file for program audit/review.**

**C. Library Requirements Based on Enrollment in Grades 9-12 (Bulletin 741, Chapter 21)**

8. Do librarians meet full-time/part-time requirements and education requirements and does the school possess the necessary documentation for all librarians? (Bulletin 741, [§2105](#)) Yes

**D. Curriculum and All Programs of Study**

9. Is the **Elementary** Bulletin 741? (Bulletin 741, [§2105](#)) 501 - §2933

10. Is the **High School** Bulletin 741? (Bulletin 741, [§2105](#)) Yes

11. Are all electives for credit state approved? (Bulletin 741, [§2923, Program of Studies](#)) Not Applicable

Click [Help](#) for additional information  
For definitions, refer to the [Glossary](#)

**Submit Section IV Data**

[Select Different School](#)

Microsoft Internet Explorer

The data submitted in this section will be used to  
(1) verify your compliance with requirements of Bulletin 741, Handbook for Nonpublic School Administrators  
(2) confirm that the mandatory supporting documentation is available for program audit and review.

OK Cancel

Done Local intranet

Start | Inbox - Micro... | NPASR User... | Nonpublic S... | Nonpublic Sc... | 3:07 PM



## PART IV: INSTRUCTION MANUAL

### SECTION I: GRADES TAUGHT, NUMBER OF INSTRUCTIONAL DAYS, AND FACULTY COUNT

#### Question 1: What Grades are taught at this school?

List the grades that are taught in your school.

#### Question 2: Are Special Education Classes taught at this school?

Indicate yes or no depending on whether or not a program of instruction is offered for Special Education Ages 3-5 or Special Education Ages 6-21.

#### Question 3: Are there at least 180 days in the school calendar, of which, are there at least 175 days consisting of 330 instructional minutes or the equivalent (exclusive of recess, lunch, and planning periods)? (*Bulletin 741, §115, 117 and 705*)

**\*Clarification\***

Each school shall adopt a calendar for a minimum session of 180 days, of which at least 175 days consisting of 330 minutes of instructional time, or the equivalent, shall be scheduled.

Exception: If school contains Grade K only, for one-half day Kindergarten, only 165 instructional minutes are required each day.

#### Question 4: What is the total number of the faculty at this school?

**\*Clarification\***

List the total number of faculty members during the school year. *Faculty* refers to school-based instructional personnel. In addition to full-time classroom teachers, these individuals include principals, assistant principals, guidance counselors, librarians, and other instructional staff (provided these individuals are assigned to teach at least one class in the Program of Studies).

### SECTION II: NUMBER OF AMERICAN INDIAN; ASIAN; BLACK; HISPANIC; WHITE STUDENTS BY GRADE

#### Question 1: Enter the total number of students enrolled grades PK-12<sup>th</sup>.

The counts are of those students enrolled as of **October 1**.

#### Question 2: Only enter counts for Regular Education Students.

Information requested by grade level (PK-12) is for *Regular Education students*. Special Education students are *separately* categorized as Special Education Ages 3-5 or Special Education Ages 6-21 at the bottom of the chart.

Do not include Special Education students within the Regular Education student counts. Refer to the glossary for a definition of Special Education.

**Question 3: Enter the student count according to ethnicity and gender per grade.**

There is a separate column for each ethnic group: American Indian/Alaskan Native, Asian/Pacific Islander, Black, Hispanic, and White (Please refer to the glossary noted below for each ethnic group). These data elements are reported for each gender and for each grade: PK-12, Special Education Ages 3-5, and Special Education Ages 6-21.

**Ethnic/Racial Group Glossary:**

- **American Indian or Alaskan Native:** A person of the original peoples of North America who maintains cultural identification through tribal or community recognition.
- **Asian or Pacific Islander:** A person of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, Samoa, etc.
- **Black:** A person of the original peoples of Africa (excluding North Africa). This category excludes persons of Hispanic origin.
- **Hispanic:** A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **White:** A person of the original peoples of Europe, North Africa, or the Middle East. This category excludes persons of Hispanic origin.

**SECTION III: NUMBER OF HIGH SCHOOL GRADUATES**

To complete Section III, enter the total number of high school graduates by sex and by ethnicity in the columns provided. The last column is the total of high school graduates in each ethnicity. (This number should equal the number of males + the number of females in each respective ethnicity.)

**Note:** A *high school graduate* is a student who has received formal recognition for the successful completion of an approved secondary school program of study (23 Carnegie units of credit). Refer to the glossary for a complete definition of *high school graduate*.

Do **not** leave any part of the report that is relevant to your school incomplete. It is extremely important that the information submitted be accurate. The most common error detected is usually in the TOTAL columns. Carefully check your calculations for each data element reported.

## SECTION IV: NONPUBLIC SCHOOL APPROVAL

Section IV requests information that is not otherwise obtained through Sections I-III and is necessary to determine the classification category for a nonpublic school. Section IV consists of four parts as outlined below. Questions are worded such that they require an answer of either *Yes*, *No*, or *Not Applicable*; do not omit answers from any question. It is important that authorized personnel answer the questions truthfully and accurately. Mandatory Supporting Documentation is to be maintained on file in the school and is subject to program monitoring and audit by the Department of Education.

### **Part A: General Information (Bulletin 741, Chapters 1, 5, 7, and 13)**

**Question 1: Does the school have on file a written statement of philosophy or mission statement, goals and objectives for the current year, and an implementation plan for these goals and objectives? (Bulletin 741, Section 105)**

Each school site must have on file a copy of the following:

- Statement of philosophy or mission statement,
- Goals and objectives for the current year, and
- Implementation plan for these goals and objectives.

*\*Clarification\**

**Question 2: Are there at least 180 days in the school calendar, of which, are there at least 175 days consisting of at least 330 instructional minutes or the equivalent (exclusive of recess, lunch, and planning periods)? (Bulletin 741, §115 and §705)**

*Exception: For one-half day Kindergarten, only 165 instructional minutes are required each day.*

### **§115. Minimum Session/Instructional Day**

- A. Each school shall adopt a calendar for a minimum session of 180 days, of which at least 175 days consisting of 330 minutes of instructional time, or the equivalent, shall be scheduled.
  1. If a daily schedule must be abbreviated, the class schedule must be abbreviated in such a manner to ensure that all classes are taught during partial days, except in self-contained classrooms.
  2. Each school may include in its calendar a provision for dismissal of senior students prior to the end of the school year. This provision is not to exceed 10 days of instructional time.
- B. If a local school does not meet at least 175 school days, the State Board of Elementary and Secondary Education (SBESE) shall require the school to adjust its calendar to meet the minimum days of required instructional time by such means as Saturday classes, reduced holidays, expanded calendar length, etc.
  1. A school system and/or independent school shall notify the State Board of Elementary and Secondary Education (SBESE) immediately when the minimum number of days of required instructional time cannot be met in crises such as fire, natural disasters, and so forth.

2. An alternate proposal to the original school calendar which meets the minimum number of 175 days or annual instructional minutes shall also be provided by the school.

#### **§705. Length of the School Day**

- A. The minimum instructional day for a full-day kindergarten program shall be 330 minutes and for a one-half day kindergarten program, the minimum instructional day shall be 165 minutes.
- B. For grades 1-12, the minimum school day shall include 330 minutes of instructional time exclusive of recess, lunch, and planning periods.

Each school site must have on file a copy of a current daily schedule and current school calendar. They should clearly show that the requirements for instructional minutes and days have been met.

- Attachment 1: Daily Schedule Format
- Attachment 2: School Calendar Format

#### **Question 3: Do all classes and sections comply with class size and ratio requirements? (Bulletin 741, §707)**

Class sizes should be indicated on the Faculty Data Sheet (Attachment 3, Column 14) for each period taught by each teacher. Indicate the total number of students present at any given time. For example, a computer education teacher may teach a total of 150 students, but never more than 35 at a time. Each school site must have on file a copy of its Faculty Data Sheet(s).

#### **Question 4: For every employee hired after September 30, 1987: Have criminal reviews been requested in writing from the Department of Public Safety on the form prepared by the Bureau of Criminal Information and Identification? (Bulletin 741, §121)**

Nonpublic schools must request in writing that the Bureau of Criminal Information and Identification supply information to ascertain whether *any* employee hired after September 30, 1987, has been convicted of, or pled nolo contendere to crimes listed in R.S. 15:587.1(C).

#### **\*Clarification\***

Background checks must be requested *from* the Bureau of Criminal Information and Identification on *their* forms. Two forms are required:

- Authorization Form—to be used in conjunction with the appropriate Disclosure Form when requesting background checks
- CPA Disclosure Form—to be submitted when requesting background checks on applicants working with children (*new updated form*)

These forms may be downloaded from the Louisiana State Police website, [http://www.lsp.org/who\\_support.html#criminal](http://www.lsp.org/who_support.html#criminal). Scroll to the heading, “Bureau of Criminal Identification and Information”.

There is a \$26.00 fee for the state check and a \$24.00 fee for the federal check. The total fees for teacher background checks are **\$50.00**. The fees must be submitted on a money order, business or cashiers check. Additionally, the fees can be submitted on one check made payable to the Department of Public Safety or Office of State Police.

Generally, background checks can be processed in 15 days.

Direct questions to Brenda Wood at (225) 925-6093 or Sonji Antoine at (225) 925-1886.

**Question 5: Does the school keep and maintain up-to-date permanent records of individual students, which include registration, attendance, and academic progress data and does the school comply with all student attendance requirements? (*Bulletin 741, §505 and §1301-1307*)**

**\*Clarification\***

Each school site must have on file a cumulative record card or folder for every student enrolled. This document should include all relevant information regarding initial enrollment date, attendance, and academic progress. Each school that serves students in grade 9 or higher, must also have readily available a copy of its Four-Year Program of Studies (Attachment 6) that was in effect at the time of each student's initial enrollment.

**Part B: Certification of School Personnel (Bulletin 741, Chapter 3)**

Each school is required to complete the *Faculty Data Sheet (Attachment 3)*. Follow the instructions carefully, and do not omit any columns. List the principal(s), headmaster(s), assistant principal(s), and high school librarian(s) first. Next, list the remainder of the instructional staff in alphabetical order. Finally, list any guidance counselors, elementary librarians, teacher aides, and other individuals who are included in the Faculty Count in Section 1 (Question 4). List these individuals at the bottom, in alphabetical order and provide their job title. This is the only information required for these individuals. The number entered as the Faculty Count in Section 1 (Question 4) must be exactly the same as the number of individuals entered on the Faculty Data Sheet.

- Column 1: Enter last name, first name, and middle initial for every individual included.
- Column 2: Enter *Y* (yes) or *N* (no) regarding a Background Check Request for every individual (a copy of the request or a copy of the official results).
- Column 3: Enter the appropriate Qualification Verification Code (from Attachment 4) for every individual included.
- Column 4: Enter the total number of years of teaching or service *at this school* for every individual included.
- Column 5: Enter the total number of years of teaching or service *(at K-12 schools in the United States for every individual included.)*
- Column 6: Enter the type of teaching certification held by each individual included. If an individual does not hold a state-issued or diocesan-issued certificate, enter *0*.

- Column 7: Enter the Certificate Number for each individual who holds a state-issued certificate. If an individual does not hold a state-issued certificate, leave this column blank.
- Column 8: If an individual does not hold a teaching certificate, but has been awarded a bachelor's degree or higher, enter *Y*. If an individual does not hold a teaching certificate, and has not been awarded a bachelor's degree, enter *N*. If an individual holds a state-issued certificate, leave this column blank.
- Column 9: If an individual holds some other type of certification or holds some other degree, place a notation in this column and add a note of explanation at the bottom of the last Faculty Data Sheet.
- Column 10: If an individual has completed at least 12 hours of *professional education or knowledge of the learner* courses, enter *Y*. If an individual has not completed at least 12 hours of *professional education or knowledge of the learner* courses, enter *N*.
- Column 11: List every college or university that has awarded a degree to each individual and the year any such degree(s) was (were) awarded. If an individual has not been awarded a degree from any college or university, enter *N*.
- Column 12: Enter the degree and the major field of study for each university listed in column 11. If an individual has not been awarded a degree from any college or university, leave this column blank.
- Column 13: List the subject taught by each teacher for each period of the school day. For elementary, self-contained, classroom teachers, who teach every subject to the same group of children, enter *Elementary* on line one and leave the other lines blank. For teachers who teach a different group of children each period, include *Planning* and/or *Lunch* periods if they are a part of the teacher's daily schedule or job assignment.
- Column 14: List the grade level of the students being taught by each teacher for each period of the school day. For elementary, self-contained, classroom teachers, who teach every subject to the same group of children, enter the grade level on line one and leave the other lines blank.
- Column 15: List the number of students being taught by each teacher for each period of the school day. For elementary, self-contained, classroom teachers, who teach every subject to the same group of children, enter the number of children in the class on line one and leave the other lines blank. For teachers who have a scheduled *Planning* and/or *Lunch* period, leave this column blank.

NOTE: In Columns 13, 14, and 15, you may need to complete up to eight (8) rows for each teacher.

**Question 6: Is the principal (headmaster) a full-time, on-site employee and do the principal (headmaster) and all assistant principals meet the education requirements and does the school possess the necessary documentation for all principals (headmasters) and assistant principals? (*Bulletin 741, §301*)**

**Qualifications of Principals:**

The principal must be a full-time, on-site employee who meets at least *one* of the following requirements:

- A master's degree in any area from an accredited institution, or
- Principalship on a valid and current Louisiana teaching certificate.

NOTE: The principal may be a teacher as well as the educational administrator of the school.

**Qualifications of Assistant Principals:**

Assistant principals must meet the same requirements listed above for principals, with the following exception. Assistant principals who do not meet minimum qualifications may be retained in a school provided they were employed in that school during the 1992-93 school year as an assistant principal (ensure that supporting documentation is available). These individuals may not be transferred or employed by another school unless they meet the requirements listed above for principals.

**Question 7: Do all instructional staff meet the education requirements and does the school possess the necessary documentation for all instructional staff? (*Bulletin 741, §303*)**

**Qualifications of Instructional Staff:**

The qualifications of each member of the instructional staff should be reviewed carefully according to the *Instructional Staff Verification Worksheet* (Attachment 4).

Record the appropriate code from this worksheet on the Faculty Data Sheet under *Qualification Verification Code* (Column 3). Some important highlights from *Bulletin 741, §303* are provided below. Consult the *Instructional Staff Verification Worksheet* for specific details.

- All members of the instructional staff teaching secular subjects, pre-kindergarten through 12, shall have received a *bachelor's degree* from a regionally accredited institution.
- In addition to a bachelor's degree, all instructional staff must also have the following.
  - Completed a minimum of *12 semester hours of professional education* courses. See Attachment 5, *Professional Education* and *Knowledge of the Learner Courses*, for a listing of the type of courses that are necessary to meet this requirement. Professional education courses are not the same as content courses within an individual's area of certification or personal expertise.
  - A *certificate* or *college major* or earned the *specialized academic credits* described in Bulletin 746, in the field of work for which the teacher is responsible during one half or more of the school day.
- A teacher may work in areas other than the major field for less than one half of the school day, if the teacher has earned at least 12 semester hours in each such area.
- Credentials for graduates of foreign universities or colleges may be accepted by the local administrator, as qualified to teach in nonpublic schools, subject to review by the Nonpublic School Commission.
- Professional and/or technical personnel may teach in their area of expertise for less than half of the school day.

To find out if a university is accredited, please order the following book.

***Accredited Institutions of Postsecondary Education***

Address: Greenwood Publishing Group, Inc.

88 Post Road West

Westport, CT 06881-5007

(203) 226-3571; (800) 225-5800

<http://www.greenwood.com>

**Part C: Library Requirements Based on Enrollment in Grades 9-12 (Bulletin 741, Chapter 21)**

**Question 8:** Do librarians meet full-time/part-time requirements and education requirements and does the school possess the necessary documentation for all librarians? (*Bulletin 741, §2105*)

- If the total enrollment in grades 9-12 is **350 or greater**, **one** of these qualifications must be met:
  - Full-time librarian with at least 18 hours of Library Science
  - Full-time librarian with Certification in Library Science
- If the total enrollment in grades 9-12 is less than 350, one of these qualifications must be met:
  - Part-time librarian with at least 12 hours of Library Science
  - Part-time librarian with Certification in Library Science

**Part D: Curriculum and Instruction and Program of Studies (Bulletin 741, Chapters 25 through 29)**

**Question 9: Is the Elementary Program of Studies (Grade 6 or lower) in compliance with all requirements of Bulletin 741?**

For Elementary Program of Studies, the school shall provide a detailed daily schedule, which clearly shows the number of instructional minutes per day for each content area and a detailed school calendar, which clearly shows the number of instructional days. (See Attachments 1 and 2.)

**Question 10: Is the High School Program of Studies (Grade 9 or higher) in compliance with all requirements of Bulletin 741?**

For Secondary Program of Studies, the school shall provide a comprehensive college preparatory and/or vocational curriculum. Documentation shall consist of the Four-Year Program of Studies (Attachment 6), which outlines a four-year plan to ensure that all students will have the opportunity to complete necessary credits for graduation.

Each school that serves students in grade 9 or higher, is required to complete the ***Four-Year Program of Studies (Attachment 6)***. This document should provide a concise and accurate



overview of the courses currently being offered to students and those courses that will be offered to students in succeeding years. Indicate in the appropriate columns the courses that students will have an opportunity to take during their high school career. If your school only serves students in grade 9, utilize the necessary column(s) to clearly indicate the courses that will be available to those students during their year(s) at your school. If your school only serves students in grades 10, 11, and 12, utilize the necessary columns to clearly indicate the courses that will be available to those students during their years at your school. Parents, students, teachers, and others should be able to review the Four-Year Program of Studies for your school and clearly see exactly what courses are currently being offered and what courses will be offered in the future.

#### **Question 11: Are all electives for credit state approved?**

Contact the Division of Standards, Assessments, and Accountability for approval of elective courses that are not listed on the Four-Year Program of Studies (Attachment 6). For updated contact information, please view the Department's website at <http://www.louisianaschools.net/lde/saa/2272.html>

NOTE: See Attachment 7 for a summary of all questions and mandatory documentation listed and referenced above.

All of the documentation items referenced in the above instructions, including each of the seven (7) attachments, are to be maintained on file and readily available at each school site. Please do not send copies of these items to the Department, unless you are specifically requested to do so at a later date.

This documentation is intended to assist each school administrator in maintaining compliance with **Bulletin 741, Louisiana Handbook for Nonpublic School Administrators** and thus achieving the highest approval classification possible.

#### **E. Other (Bulletin 741)**

#### **Question 12: Do you plan to operate a summer school? (*Bulletin 741, Chapter 27*)**

Please note **Bulletin 741, Louisiana Handbook for Nonpublic School Administrators** Chapter 27. *Summer Schools Subchapter A. Elementary Summer Schools* and *Subchapter B. Secondary Summer Schools* regarding Administration, Application, Faculty, Instruction, Attendance, Time Requirements, Classification Categories, and Sanctions.

A summer school must be organized and operated under the administrative and supervisory control of the chief administrative office of the school system.

**\*Clarification\***

How to Apply:

1. All summer schools must apply to the State Department of Education for approval.
2. An application for approval of summer school offerings must be filed no later than the end of the first week after school is in session.

3. The application forms provided by the State Department of Education shall be submitted to the appropriate office.
4. The application must carry the approval of the chief administrative officer of the school system, principal of the school for the regular session, and the principal of the summer school, if applicable.
5. An on-site visit shall be made by personnel from the State Department of Education to verify information submitted on the report.

**Question 13: Are you seeking Brumfield-Dodd approval? (*Bulletin 741, §107 A*)**

**§107. School Approval**

In order to benefit from state and federal funds, each school shall have a state approval classification and shall be in compliance with *Brumfield vs. Dodd*.

The Department of Education's contact for Brumfield vs. Dodd information is:

Gary Reed, Education Program Consultant  
Communications and Legislative Services  
Executive Office of the Superintendent  
Phone: (225) 342-3600 and Fax: (225) 342-0193

**LIST OF ATTACHMENTS**

Copies of the attachments listed below are available at  
<http://www.louisianaschools.net/lde/eia/1573.html>

- Attachment 1: Daily Schedule Format
- Attachment 2: School Calendar Format
- Attachment 3: Faculty Data Sheet
- Attachment 4: Instructional Staff Verification Worksheet
- Attachment 5: “*Professional Education*” and “*Knowledge of the Learner*” Courses
- Attachment 6: Four-Year Program of Studies
- Attachment 7: Summary of Questions and Mandatory Documentation